

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: New State Retiree Group Legal Services Insurance Plan and Special Open Enrollment	REFERENCE NUMBER: 2011-003
DATE ISSUED: 02/10/2011	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff**

FROM: Department of Personnel Administration
Benefits Division

CONTACT: Susan Wong, Benefits Program Analyst
(916) 324-0533; Fax: (916) 324-3213
E-mail: susanwong@dpa.ca.gov

Effective April 1, 2011, the State will offer a new Retiree Group Legal Services Insurance Plan (Plan) to state retirees and annuitants (established under AB 820, Chapter 126). This Plan will be offered through ARAG Insurance Company.

ELIGIBILITY

State of California retirees/annuitants who are members of the Public Employees Retirement System (PERS), Judges Retirement System (JRS I and II) or Legislative Retirement System (LRS) are eligible to enroll.

SPECIAL OPEN ENROLLMENT PERIOD

Open enrollment will be held April 1 – May 31, 2011. During this time, ARAG will be mailing open enrollment packets to the retiree/annuitants home address provided by PERS, JRS, and LRS.

If you have employees who are retiring during this open enrollment and did not receive a packet, please have them contact ARAG Customer Care Center at 800-511-4007 (800-383-4184 for TTY or 711 to reach a relay operator) Monday through Friday, 5:00a.m. – 5:00 p.m. Pacific Standard Time.

ORDERING ENROLLMENT KITS

You will need to order a supply of the Plan's enrollment packets for employees who retire outside of the open enrollment period. Please contact ARAG at 1-800-888-4184, Extension 355, or e-mail your request to: Service@ARAGgroup.com. You may also access the Retiree Authorization Enrollment Form online at <http://www.ARAGLegalCenter.com> (Access Code 17642ret).

60-Day Enrollment Period

Retiring employees will have 60 days from their retirement date to elect to enroll in the Plan. It is the Personnel Office's responsibility to advise employees of the 60-day enrollment time limit.

Eligible employees, who do not wish to enroll in the Plan within the 60-day time limit, must be advised that they will not be able to enroll until the next open enrollment period.

COMPLETION OF THE PLAN'S ENROLLMENT AUTHORIZATION FORM

When Personnel Offices receive the Plan authorization enrollment form, they are responsible for verifying that the information is completed correctly in Sections A and B, they complete Section C and then forward to:

ARAG
P.O. Box 93180
Des Moines, IA 50393-3180

We appreciate your continued assistance in providing your retiring employees with the Group Legal Services Insurance Plan enrollment packet. If you have any questions, please contact Susan Wong at (916) 324-0533, or e-mail susanwong@dpa.ca.gov.

/s/ Greg Beatty

Greg Beatty, Chief
Benefits Division